

*This announcement must be posted on unit bulletin boards until the day following the closing date*

# TECHNICIAN VACANCY ANNOUNCEMENT

## *Pennsylvania Army and Air National Guard*

Announcement  
Number  
**319-04**

<b>APPLICATIONS MUST BE FORWARDED TO:</b>  PENNSYLVANIA NATIONAL GUARD Dept of Military & Veterans Affairs ATTN: TAGPA-HRO-ST Annville, Pennsylvania 17003-5002  <b>Comm: 717-861-8108/8340    DSN: 491-8108/8340</b> <b>Comm FAX: 717-861-8216    DSN FAX: 491-8216</b> <b>TECHNICIAN VACANCIES</b> <b>1-800-TECH-AGR</b> <b>APPLICATIONS MUST BE RECEIVED BY:</b>  <b>22 October 2004</b>  <b>IN ORDER TO RECEIVE CONSIDERATION</b>		<b>OPENING DATE</b>  22 Sep 04	<b>CLOSING DATE</b>  22 Oct 04
<b>POSITION TITLE, PDCN, GRADE, &amp; SALARY RANGE</b> <b>PRODUCTION CONTROLLER</b> <b>50014000</b> <b>GS-1152-07</b> <b>\$34,390.00 – \$44,706.00</b>		<b>“PCS” Statement</b> <b>See Reverse</b>	
<b>POSITION LOCATION</b>  Pennsylvania Air National Guard 111 <sup>th</sup> Fighter Wing 1151 Fairchild Street Willow Grove ARS, Pennsylvania 19090-5300		<b>APPOINTMENT STATUS</b>  <input type="checkbox"/> Officer  <input checked="" type="checkbox"/> Excepted (Dual Status)  <input type="checkbox"/> Competitive (Non-Dual Status)  <input checked="" type="checkbox"/> Enlisted E-7 & Below	
<b>AREAS OF CONSIDERATION</b> (Applicants will <u>not</u> be considered if the category requirement is not met.)  <input checked="" type="checkbox"/> CATEGORY I – RESTRICTED. Qualified, currently employed technicians working at the location specified in the job announcement at which the vacancy exists.  <input checked="" type="checkbox"/> CATEGORY I – UNRESTRICTED. Qualified, currently employed technicians of the Pennsylvania National Guard.  <input checked="" type="checkbox"/> CATEGORY II – Qualified members of the Pennsylvania Army or Air National Guard or other individuals who are willing to become members of the PA National Guard.  (Applicants will be referred in sequential order: Category I – Restricted; Category I – Unrestricted; Category II.)			
<input type="checkbox"/> <b>DEVELOPMENTAL POSITION</b> If appointment is made below the target grade, non-competitive promotion action may be taken after certification by the supervisor that the trainee has adequately mastered the next higher level and that mandatory qualifications have been fulfilled.			
<input type="checkbox"/> <b>PRE-EMPLOYMENT / BASELINE PHYSICAL SCREENING</b> <b>N/A</b> Individual(s) nominated must successfully complete either a pre-employment physical or baseline initial employment physical examination in accordance with 5 CFR, Part 339 and Technician Personnel Regulation (TPR) 335.			
<b>SELECTIVE PLACEMENT FACTORS / POSITION SENSITIVITY</b> <b>Must possess or qualify for appropriate security clearance for the position.</b>			
<b>REPromOTION CONSIDERATION</b> (Applies to <u>technician</u> applicants only.) Technicians who have been demoted from this or a higher grade previously held in the same occupational series without personal cause and who are not in a grade retention status will be given consideration for repromotion. Technicians who believe they are entitled to such consideration should forward a description of the circumstances with their application. Technicians eligible for repromotion will be considered prior to using competitive promotion procedures, except when another technician has a statutory or regulatory right to be placed in or considered for the position.			
<b>NATIONAL GUARD MEMBERSHIP STATUS</b> Employment in this position requires concurrent military assignment to a compatible military position in the Pennsylvania <b>AIR</b> National Guard in one of the following military occupational specialty (MOS) codes or Air Force specialty codes (AFSC):  <b>ENLISTED:            AFSC 2S0XX, 3EXXX</b>  EMPLOYMENT IN THIS POSITION ALSO REQUIRES MEETING CONDITIONS OF EMPLOYMENT OUTLINED IN NGB TPR 300 (302.7).			
<b>APPLICATION PROCEDURES</b> Individuals who meet the basic qualification requirements may apply by submission of a completed, <b>originally</b> signed and <b>currently</b> dated <b>OF 612</b> (Optional Application for Federal Employment) <b>or a RESUME</b> . Pamphlet <b>OF 510</b> (Applying for a Federal Job) may be used as a guideline. In addition, a <b>HRO FM 6</b> (Military Service Background) is required by every applicant. Applicants who are not in a full-time unit support status (i.e. technician or AGR) must also submit a <b>SF 181</b> (Race/National Origin Identification) with their application. All forms are available at National Guard installations, from the Human Resources Office (HRO), and online. <b>Completed applications must be forwarded to the HRO</b> address indicated above. A <b>separate</b> application is required for each announcement for which you are applying. <b>Do not</b> attach position descriptions (PD's). Applications received after the closing date specified above <b>will not</b> be considered. AGR application forms (HRO FM 55 / NGB 34-1) will not be accepted when applying for technician announcements.			

***The Pennsylvania National Guard is an Equal Opportunity Affirmative Action Employer***

**BRIEF DESCRIPTION OF DUTIES**

Oversees the operation of the Work Control Center which provides a central point for information vital to the accomplishment of the Base Civil Engineering mission. Monitors and controls the flow of work to ensure the most economical and efficient use is made of personnel, funds, material, and equipment. Maintains backlog of essential maintenance and repair requirements. Monitors the status of the Recurring Maintenance Program accomplished by in-service personnel and contract. Prepares agenda and makes presentation to the Facilities Board consisting of the Base Detachment Commander, Base Civil Engineer, Chief of each major base detachment function and commander of each military organization. Evaluates civil engineering maintenance and repair requests for urgency and schedules for accomplishment accordingly. Maintains current status of all civil engineering work in progress, programmed for future accomplishment, or in work stoppage. Monitors civil engineer work force schedules and revises same when necessitated by personnel attending technical schools and other training activities. Originates directives for the administration and control of the CE Prime BEEF or Red Horse Programs. Performs other duties as assigned.

**EVALUATION FACTORS**

A. Candidates will be evaluated on the basis of appropriate education, experience, training, self-development activities, and special awards. Candidates are considered on the basis of available information on their current application and supporting information which has been provided to this office. To insure full consideration, applicants are urged to submit information about their training, self-development, outside experience, activities, and awards. National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with the actual number of months the member has been in the National Guard.

B. Ineligible / not qualified applicants will be notified by letter from the HRO.

**QUALIFICATIONS – GENERALIZED EXPERIENCE**

*Experience, education, or training which indicates the candidate can reason in quantitative terms, can express himself orally and in writing, and understands the terminology and data pertaining to the repair operations and processes characteristic of the production activity.*

**QUALIFICATIONS – SPECIALIZED EXPERIENCE**

Application must indicate **12 months** of experience and/or training which demonstrate knowledge, skills, and abilities in areas directly related to the position.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA's)**

1. Knowledge of functions and procedures of production control and of the records.
2. Ability to communicate both orally and in writing.
3. Ability to ascertain the causes for delays in completion of work orders.
4. Ability to exercise initiative in taking timely action to schedule and obtain required materials.

**PCS STATEMENT:** PERMANENT CHANGE OF STATION COSTS **WILL NOT** BE PAID FOR THIS POSITION.

FOR ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT. CONSIDERATION FOR PLACEMENT AND EVALUATION OF QUALIFICATIONS WILL BE MADE ON A FAIR AND EQUITABLE BASIS WITHOUT REGARD TO POLITICAL AFFILIATION, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, OR AGE, AND WITH PROPER REGARD FOR THEIR PRIVACY AND CONSTITUTIONAL RIGHTS. **ALL** QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY.